

HINDS COUNTY ELECTION COMMISSION

P.O. BOX 946 Jackson, Mississippi 39205

Tel. (601) 968-6555

PUBLIC RECORD REQUEST

To request information according to the Mississippi Public Records Act (Miss. Code Ann. 5 25-61-1), please complete the form below and submit it to the Hinds County Election Commission, P.O. Box 946, Jackson, Mississippi 39205. Request may be mailed, hand-delivered, or transmitted via facsimile (601) 948-2681. All requests will be answered within the statutory guidelines of the Mississippi Public Records Act and Administrative Procedures of the Hinds County Election Commission.

REQUESTOR:

1. _____
NAME and/or NAME OF ORGANIZATION

2. _____
ADDRESS

3. _____
CITY STATE ZIP CODE

4. _____
CONTACT NUMBER EMAIL ADDRESS

5. Are you a member of the media? () Yes () No

DESCRIPTION:

Please describe the public record(s) you wish disclosed, if clarification of the request is needed, the Requestor will be contacted at the telephone number listed above. **If necessary, attach additional page(s) for description.**

COST ACKNOWLEDGEMENT:

I understand a fee may be charged to cover the direct costs of search, review, and reproduction, as prescribed in the Hinds County Election Commission office. I understand such costs may be paid before producing the public record. I recognize the costs for searching, reviewing, and reproducing the records may exceed initial estimates and I agree to pay additional expenses if they exceed the original estimate. Should the request require extensive research or copies, the requestor agrees to allow further time for processing the requested documentation to be mutually agreed upon by the parties. **IMPORTANT: THEFT OR ALTERATION OF COUNTY RECORDS ARE CRIMES PUNISHABLE BY LAW. (MISS. CODE ANN. 5 25-59-23 (1972)).**

DATE

SIGNATURE